

KOUGA LOCAL MUNICIPALITY (EC108)
DIRECTORATE: FINANCE (REVENUE)
NOTICE NUMBER: 175/2021
CONSUMER ACCOUNT PRINTING AND MAILING

Prospective Service Providers are hereby invited to submit tenders for the Provision of Consumer Account Printing and Mailing Services to Kouga Local Municipality for a period of three (3) years.

Tenders

An electronic copy of the tender document will be available on E-Tender portal www.etender.gov.za or the municipal website www.kouga.gov.za as from Monday, 30 August 2021. After downloading the tender document from the website each prospective bidder, **MUST** email their contact details to tenders@kouga.gov.za and copied to stabata@kouga.gov.za.

A compulsory virtual clarification session will be arranged for those that have shown interest in bidding for this project on the **10 September 2021 @ 12h00**. A request to attend or join the virtual clarification session **MUST** be sent to tenders@kouga.gov.za and copied to stabata@kouga.gov.za before **16h00(end of business), the 09 September 2021**. **Any RSVP or show of interest, received after 16h00 on the 09 September 2021 will not be considered. If you did not RSVP by sending a request to attend or join the virtual clarification meeting before the due date, your bid will not be considered. (Detail of this is in the tender document**

Please note:

- Telegraphic, telephonic, telex, facsimile, email or late tenders will not be accepted.
- **An electronic copy of the completed tender document with returnable documents must be submitted with tender submission saved a in a flash drive or CD. Failure to submit AN ORIGINAL HARD COPY AND A COPY ON EITHER USB or CD will deem the bid non-responsive.**
- This contract will be evaluated on the 80/20 point scoring system
- The Guidelines for locally produced goods or locally manufactured goods with a stipulated minimum threshold where applicable will be applied.
- **A minimum Functional assessment score of 70% will apply to this tender.**
- A valid SARS Tax Clearance Certificate and the Tax compliance Status pin to be submitted.
- Prospective Service Providers must register on Kouga Municipality's Supplier database as per the registration requirements.
- The National Treasury Central Supplier Database Summary report must be submitted.
- In order to claim Preference points a valid originally or certified B-BBEE Status level Verification certificate or a Sworn Affidavit completed on the DTI format must be submitted to validate the claim.
- The Council reserves the right to accept any tender and, or part thereof, appoint more than one contractor, and does not bind itself to accept the lowest or any tender. The Council reserves the right to appoint any contractor.
- The validity period for submission must be 120 days from the closing date.
- Tenders that are deposited in the incorrect box or delivered to any other venue will not be considered.

Any inquiries relating to this tender must be submitted in writing via e-mail to tenders@kouga.gov.za and copied to stabata@kouga.gov.za.

Completed documents in a sealed envelope endorsed "**NOTICE NO: 175/2021: "CONSUMER ACCOUNT PRINTING AND MAILING FOR A PERIOD OF THREE (3) YEARS"**", must be placed in the Tender Box 21 St Croix Street (back entrance) or 16 Woltemade Street (front entrance), Jeffrey's Bay, Room 122 on or before **THURSDAY, 30 SEPTEMBER 2021 at 12:00.**

C. DU PLESSIS

P.O. Box 21

MUNICIPAL MANAGER

JEFFREYS BAY

For Placement: Herald – 30 August 2021

Municipal Website/ Municipal Notice Boards in all offices/areas – 30 August 2020